



## **POLITICAL/ECONOMIC CLERK**

The U.S. Consulate in Sydney is seeking an individual for the position of Political/Economic Clerk in the Political Section.

Salary: A\$53,666 p.a. + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. A university degree in Political Science, Economics, Public or Business Administration or related field is required.
2. Three years experience in office administration, research and analysis is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. The ability to demonstrate a good general knowledge of Australia's political, economic, social, and educational structure; institutions, political parties, and cultural movements; historical development; and key personalities is required.
5. Excellent writing skills and attention to detail, with the ability to prepare precise and accurate factual/analytical reports is required.
6. Advanced problem solving, high-level communication and time management skills in a multi-faceted environment is required.

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, 59<sup>th</sup> Floor, 19 – 29 Martin Place SYDNEY NSW 2000 by **C.O.B. October 13, 2010**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

<b>POSITION TITLE:</b> <b>POLITICAL/ECONOMIC CLERK</b>	<b>POSITION GRADE LE- 6</b> <b>(STARTING SALARY A\$53,666)</b>
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The incumbent carries out administrative and substantive projects and duties assigned by the Pol/Econ Officer. The incumbent arranges appointments, meetings, and travel for the Pol/Econ Officer, including maintaining the Officer's calendar and list of contacts. The incumbent also provides logistical and scheduling support for the visits of U.S. officials in NSW and QLD as needed. In addition to these administrative duties, the incumbent is responsible for keeping abreast of economic and political developments in NSW and QLD. The incumbent will undertake research, analysis, and reporting on Australian domestic politics and economics from a wide variety of published and unpublished sources relevant to U.S. interests in Australia and the Asia-Pacific region. The incumbent will develop and maintain an extensive range of working-level contacts to carry out these reporting and analytic tasks. This position requires the performance of a wide range of duties, with minimal supervision, and the exercise of good judgment and critical thinking. The incumbent must have excellent writing skills. The incumbent reports directly to the Pol/Econ Officer.

### **Major Duties and Responsibilities**

#### **SCHEDULE AND MEETING COORDINATION**

The Pol/Econ Clerk will maintain the Pol/Econ Officer's travel schedule and daily calendar. The incumbent will work with Pol/Econ Officer to plan for outreach and reporting trips in QLD and NSW. Suggest and schedule meetings as needed with key interlocutors in Sydney in support of the Officer's reporting priorities as outlined by the MPP. Organize files and background materials in preparation for Pol/Econ Officer's meetings and for drafting and filing reports on the same from notes and oral summaries. Responsible for maintaining and expanding Pol/Econ contacts database.

#### **VISIT COORDINATION**

The incumbent is the primary schedule coordinator for USG official (VIP and non-VIP) visits in NSW and QLD that are supported by the Pol/Econ Officer. Organizes schedules for working-level and high-level USG visitors. Provide support for these visits by drafting the schedules, setting up meetings, liaising with the Consulate's Travel Coordinator and General Services Office for logistical support, and providing background materials as needed. Acts as point of contact or control officer to brief

working-level U.S. officials on the local political, social, and academic scene. Accompany visitors as needed to meetings with government, business, NGO, and academic contacts.

## **ECONOMIC AND POLITICAL RESEARCH AND ANALYSIS**

Undertakes research, analysis, and reporting on Australian domestic politics and economics from a wide variety of published and unpublished sources of relevance to U.S. interests in Australia and the Asia-Pacific region. Forecast developments, including ramifications for bilateral relations. Monitor and maintain contacts with political and economic analysts to obtain the most comprehensive perspective on how developments might affect U.S. interests. Brief Pol/Econ Officer on the same. Both written and oral reports must provide accurate, up to date information, which is timely and of high substantive quality, and which reflects an appreciation of the nuances of the Australian political and economic environment. Provide biographic information on key political, economic, academic, and community leaders. Furnish information to contacts regarding U.S. foreign policy positions. Provide spot reporting and in-depth analyses of QLD and NSW policies, their link to national issues, and bilateral and multilateral relations. Support U.S. Speaker programs and identify/nominate candidates for U.S. exchange and cultural programs.

## **MAINTAINING CONTACTS**

Develop, maintain and effectively utilize an extensive range of working-level contacts with government officials and decision-makers. Maintain effective contacts with political and other economic leaders and their staffs at federal, state, and local level as well as across partisan lines, and with media organizations and academic institutions, to develop an optimal information network.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.**

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

### **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Consulate General Sydney  
MLC Centre  
59<sup>th</sup> Floor, 19 – 29 Martin Place  
SYDNEY NSW 2000

**THE DEADLINE FOR APPLICATIONS IS C.O.B. OCTOBER 13, 2010**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## APPENDIX

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References